FOIA Electronic Reading Room Document Coversheet

Document Description: Contract N68936-00-D-0022 Delivery Order 0007
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Please direct inquiries regarding this document to:
Naval Air Warfare Center Weapons Division
Code K00000D (FOIA)
1 Administration Circle Stop 1009
China Lake, CA 93555-6100.

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CONTINUATION SHEET

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NAME OF OFFEROR OR CONTRACTOR EER SYSTEMS INC

SECTION A Solicitation/Contract Form

THIS COMPANY IS REGISTERED IN CCR AT THE ADDRESS BELOW.

EER Systems Incorporated

DUNS: 17-7153319

3750 Centerview Drive

TIN: **b** (4) CAGE: 72726

Chantilly, VA 20151

THE ELECTRONIC FUNDS TRANSFER CLAUSE IS IN THE BASIC CONTRACT.

THIS TASK ORDER IS SEVERABLE.

NOTE TO PAY OFFICE: Payout in accordance with funds expiration dates rather than first in first out. The funding for this Task Order cannot be utilized for work performed after the funds expiration date. Total amount funded is for the payment of costs.

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NAME OF C	OFFEROR OR CONTRACTOR TEMS INC							
SECTION	B Supplies or Services an	d Prices						
ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE		AMO	UNT	
0001	F/A-18 Project Office S	Support						
	CPAF - Services in acc 18 Project Office Suppo	ordance with Attacl ort" for the period of	nment (1) St F01 April 20	atement of Work ti 000 through 31 Mar	tled "F/A.ch 2005.	-		
				ESTIMATED C	OST	\$11,6	96,053.	.00
	Accounting and Approp	riation Data						
00101	ACRN AA Funded Am PR N60530-0055-ECEN	ount 1				\$102,0	35.00	
00102	ACRN AB Funded Amo PR N60530-0056-EAEN	ount i				\$97,0	00.00	
00103	ACRN AC Funded Amo Case 7 PR N60530-0056-EBEN					\$212,8	31.00	(b)
0104	ACRN AD Funded Amo Case 7 PR N60530-0056-ECEN	unt				\$121,0	00.00	(h)(4
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une.	PR N60530-0056-EDEN							(b)(4)
106	ACRN AF Funded Amou PR N60530-0059-EAEN	nt ·				\$109,90	6 00	

ITEM NO	SUPPLIES/SERVICES	QUANTITY
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Case [

UNIT

0002 Data in accordance with DD form 1423,

N60530-0069-EBEN

ACRN AG Funded Amount

UNIT PRICE

AMOUNT

NSP

\$139,141.00

FFP - Data in Accordance with DD Form 1423 Contract Requirements List, Exhibit (B) of the contract and this order.

DO0107

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NAME OF OFFEROR OR CONTRACTOR EER SYSTEMS INC				

	Previous	This action	Current
Total amount funded	\$00.00	\$802,793.00	\$802,793.00

FAR 52.232-22 Limitations of Funds applies to this order as it applies to the basic contract. Of the total estimated cost, only \$802,793.00 has been allotted for use.

The Contractor is authorized to proceed with Phase 1 on 01 April 2000.

The Contractor shall not begin subsequent phases without written directions from the Contracting Officer. The Contractor shall not exceed the estimated hours and estimated cost *Authorized to date.

The following is a summary of the phases and current status of the delivery order.

	Estimated Cost	Estimated Hours	Period of Performance
Phase 1*	\$1,070,529.00	23,174.0	04/01/00 - 09/31/00
Phase 2	\$2,186,086.00	46,348.0	10/01/00 - 09/30/01
Phase 3	\$2,247,480.00	46,348.0	10/01/01 - 09/30/02
Phase 4	\$2,310,712.00	46,348.0	10/01/02 - 09/30/03
Phase 5	\$2,375,850.00	46,348.0	10/01/03 - 09/30/04
Phase 6	\$1,291,291.00	23,174.0	10/01/04 - 03/31/05
Option	\$214,105.00	4,635.0	To Be Determined
TOTAL TASK ORDER	\$11,696,053.00	236,375.0	04/01/00 - 03/31/05
Authorized to date*	\$1,070,529.00	23,174.0	04/01/00 - 09/31/00

^{*}When a phase is authorized, the total hours for that phase is ADDED to any previous phase(s) to calculate the current maximum hours authorized. The total cost authorized for that phase is ADDED to any previous phase(s) to calculate the current maximum cost authorized.

Option for Increased Quantity -- Priced Line Item (Mar 1989)

The Government may increase the quantity of hours called for in the Schedule at the estimated cost specified. The Contracting Officer may, by written notice to the Contractor, exercise the option for any quantity, on multiple occasions, provided the total option quantity does not exceed 4,635 hours. Option exercise may take place at any time during the period of performance of the task order. Delivery of added hours shall continue at the same rate that effort is called for under the contract, unless the parties otherwise agree.

(End of Clause)

POINTS of CONTACT:

Technical Assistant: Shirley Schiefen, Code 411100D, phone 939-8520 Alternate Technical Assistant: L. Woodall, Code 411100D, phone 939-9883

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SECTION	G Contract Administration	n Data				
ACCOUN	TING AND APPROPRIA	TION DATA				
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AA:	Reqn NO: N60530-0055 REFERENCE DOCUM	ENT NO: N0001900-WX-R61		AA	0000	55ECEN00
	AMOUNT: \$102,035.00					
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NAME OF OFFEDOR OR CONTRACTOR							

SECTION J List of Documents, Exhibits and Other Attachments

J-TXT-01 **SECTION J - LIST OF ATTACHMENTS**

		Contract No. N68036 00 D 003
(B) DD Form 1423 Contract Data Requirements List	3/22/2000	9
EXHIBIT TITLE	DATE	NO. OF PAGES
(2) Evaluation Data Sheet	3/23/2000	1
(1) Statement of Work	3/13/2000	18
ATTACHMENTS TITLE	DATE	NO. OF PAGES

Contract No. N68936-00-D-0022 Task Order No. 0007 Revision: 3/13/00 final

Attachment (1)

STATEMENT OF WORK

F/A-18 PROJECT OFFICE SUPPORT

Applicable Contract SOW Sections: 3.3.3.2 & 3.3.4

1.0 BACKGROUND AND GENERAL SCOPE OF WORK

1.1 BACKGROUND:

The F/A-18 Advanced Weapons Laboratory (AWL) Integrated Product Team (IPT) is responsible for System Configuration Set (SCS) and Operational Flight Program (OFP) development and maintenance, software, avionics and weapon systems testing, systems integration, Aircraft Weapon Delivery System Ballistic Algorithm development, and operation of the Weapons System Support Facility (WSSF). The term OFP is used to refer to a single software load in a single processor, whereas SCS is used to refer to an aggregation of OFPs.

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1.2 GENERAL SCOPE OF WORK:

The Contractor, as a member of the F/A-18 AWL Integrated Project Team (IPT), shall provide programmatic and technical support to all phases of the AWL's development life cycle and to all Projects for which the IPT is responsible. The scope of this effort includes:

- Development and Maintenance of AWL Plans and Schedules
- Review, Development, and Maintenance of Project Documentation
- Development of System Test Documentation
- Documentation Assessment
- Resource Coordination
- Maintenance and Operation of the IPT Management Information System
- IPT Resource Tracking
- Computer and Software Accreditation
- Mathematical Analysis and Investigation of Weapon Delivery Data and Algorithms

The Contractor shall perform assigned tasking as a member of an integrated Government / Contractor Team, using established Government processes.

This is a follow-on to Delivery Orders 0215, 0216 (part), and 0220, contract N68936-96-D-0009.

2.0 APPLICABLE DOCUMENTS

See reference 2.2(ii) relative to undefined acronyms.

2.1 SPECIFICATIONS, STANDARDS, AND HANDBOOKS:

a)	NAWSCLINST 5510.30	Information and Personnel Security Program, 11/10/98
b)	DoD-5000 series	Defense Acquisition
c)	MIL-STD-1521 series	Std Technical Reviews & Audits
d)	NAVSO Pamphlet 3627	Earned Value Systems

2.1.1 The following documents are anticipated to be imposed during the period of performance of this Task Order:

a)	J-STD-016	Standard for Information Technology, Software Life Cycle Processes, Software development, Sept 1995
b)	IEEE/EIA 12207	Software Life Cycle Processes, 4/1/98
c)	EIA-748	Earned Value Management Systems, 6/1/98
d)	CMU/SEI-93-TR-025	Key Practices of the Capability Maturity Model, Ver. 1.1, 2/93

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2.2		OTHER DOCUMENTS DRAWINGS	, AND PUBLICATIONS:
	a)	N/A	System Life Cycle Plan for the F/A-18 Aircraft, December 1997
	b)	N/A	F/A-18 AWL Management and Systems Engineering Process Manual, 28 September 1998
	c)	N/A	F/A-18 System, Software, and/or Hardware Development Plans (various)
	d)	N/A	F/A-18 System Development Roadmaps
	e)	OPNAVINST 4790 series	Naval Aircraft Maintenance Program
	f)	N/A	F/A-18 Acquisition Product/Block Upgrade Project Plans
	g)	N/A	Flight Test Coordinator (FTC) Desktop Procedures
	h)	NAVAIRINST 13034 series	Flight Test Requirements
	i)	A1-F18AC-NFM-000 series	F/A-18 NATOPS
	j)	N/A	F/A-18 Functional Requirements Documents (FRDs) for 15C, 17C, 19C, 18E, 20E, H-1E, H-1C, 12A, and the Reserve Upgrade.
	k)	N/A	F/A-18 Acquisition Products Functional Requirements Documents for Tactical Aircraft Mission Planning System (TAMPS), Joint Mission Planning System (JMPS), Integrated Defensive Electronic Countermeasures (IDECM), and other subsystems
	1)	N/A	Operation of F/A-18 Avionics Subsystems Manuals ("Grey" Books) for each F/A-18 aircraft version
	m)	N/A	Mission Planning User's Manual for TAMPS, and JMPS.
	n)	N/A	Desktop Procedures, Ordnance Support
	0)	NAVAIRINST 8012 series	Non-nuclear ordnance non-combat expenditure requirements/allocations
	p)	NAWCWPNS WDPS draft 1.3	NAWCWPNS Plant Account
	q)	NAWCWPNCENINST 7320.5B	NAWCWPNS Plant Account Procedures
	r)	NAVSUP P-437	Naval Supply Manual P-437 (Transaction reporting and accounting procedures)
	s)	NAVSUP P-485	Naval Supply Manual P-485 (Documentation)
	t)	NAVAIR 17-35 MTL-1	Metrology and Calibration (METCAL) Program
	u)	OPNAV 43P6A	Naval Measure User Manual
	v)	N/A	LAMS Users Manual, version 2.4
	w)	NAVAIRINST 5239.2	Naval Air Systems Command Information Systems Security Program. 28 August 1994

	OFFEROR OR CONTRACTOR FEMS INC	
x)	NAWCWPNS 742100D	Group Risk Analysis Support Program Documentation and
y)	Litton 407562	User's Guide, 1995 Prime Item Development Specification (PIDS) for Embedded Global Positioning System/Inertial Navigation System (GPS/INS), April 1996
z)	NWC TP 5416	NWC Ballistic Algorithm, September 1972
aa)	N/A	Preliminary Air-to-Ground Optional Lateral Maneuver Aid, 30 September 1993
bb)	9Z710-4597-320BER-002	Roll Steering Alternate, 24 March 1994
cc)	N/A	Official Navy Weapon Ballistics Documents (50 cmore "Reg memos", available upon request)
dd)	N/A	Ballistic Extrapolation for Weapon Impact Line (WIL), 14 March 1994
ee)	N/A	Roll Steering Air-to-Surface Lateral Maneuver

9 July 1996

Aircraft

Ballistics Handbook, August 1964

AWL Acronym List

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During F/A-18 Weapon Release, CCIP, and AUTO,

Government Points of Contact, N68936-00-D-0022

Operation of F/A-18 Avionics Subsystems for

OF

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3.0 REQUIREMENTS

hh) N/A

ii) N/A

ff) NOTS TP 3902 gg) MDC B1984-series

CONTINUATION SHEET

As members of the F/A-18 IPT, the Contractor shall provide support to the F/A-18 AWL in the tasking areas defined in Section 1.2 and in accordance with the requirements of Sections 3.1 - 3.11. The support shall be provided in accordance with: the System Life Cycle Plan for the F/A-18 Aircraft (ref. 2.2(a)); the F/A-18 AWL Management and Systems Engineering Process Manual (ref. 2.2(b)); F/A-18 Development Plans (ref. 2.2(c)); and current DoD and NAVAIR Policies (ref. 2.1(b)).

The Contractor shall perform assigned tasking as a member of an integrated Government / Contractor Team, using established Government processes.

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3.1 AWL PLANS / SCHEDULES

The F/A-18 AWL IPT Office is responsible for maintaining and approving Plans/Schedules for the various Projects under its cognizance. The Contractor shall provide the support necessary to update IPT Plans/Schedules and to document the AWL's progress. This support includes the research and data collection necessary to accomplish the tasks defined in the following Sections.

3.1.1 Plan/Schedule Updates --

This Section may require non local, domestic and/or foreign, travel to attend technical meetings and research data (see Sect. 5.9)

This Section may require specialized training in the latest developments of programmatic tracking (see Sect. 5.10)

3.1.1.1 The Contractor shall update IPT Plans/Schedules to reflect the latest DoD and NAVAIR Acquisition Policies (ref. 2.1(b)), AWL progress, and/or approved changes (CDRL **B001**). Updates shall be developed in accordance with F/A-18 AWL Management and Systems Engineering Process Manual (ref. 2.2(b)) and existing desktop procedures. Requests for updates shall be deposited in the Contractor Task Leader's (TL) 'in-box" or via electronic message. The Contractor shall only accept update requests from Project Leads designated by the Government's Technical Assistant (TA, see ref. 2.2(hh))). The Contractor shall summarize this task activity in the Monthly Progress/Status Report (CDRL **B001**).

It is projected that 24 "update" tasks will be assigned per year.

3.1.1.2 If authorized via a Work Request deposited to the TL's "in-box", or via electronic message, the Contractor shall update all Plans/Schedules to support the technical and programmatic meetings and reviews of Section 3.5. Such updates shall be delivered as part of a Presentation Package (CDRL **B002**). The Contractor shall summarize this task activity in the Monthly Progress/Status Report (CDRL **B001**).

It is projected that 8 "Presentation Packages" tasks will be assigned per year.

3.1.1.3 If authorized via a Work Request deposited to the TL's "in-box", or via electronic message, the Contractor shall "rehost" Plans/Schedules in different electronic media, software, or hardcopy format (CDRL **B001**). The Work Request will define the new electronic media, software, or hardcopy format requirement. The Contractor shall summarize this task activity in the Monthly Progress/Status Report (CDRL **B001**).

It is projected that 2 "rehost" tasks will be assigned per year.

3.1.2 AWL Progress — The Contractor shall prepare a Weekly Status Report (CDRL B003) detailing the AWL's progress in meeting established Project Plans and Schedules (refs. 2.2(c) & (d)). The data for this Report shall be inputs gathered from individual AWL Project Leads. Inputs will be in the form of written notes deposited in the TL's "in-box", electronic messages, planning/scheduling meetings the Contractor attends (section Sect. 3.5) and/or personal interview. The Contractor shall compile a "draft" report no later than 1400 hrs of the first working day of each week and, after inclusion of Government review comments, submit a "final" (suitable for electronic distribution) to the AWL Chief Engineer no later than 1700 hrs of the fourth working day of each week.

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- 3.1.3 Plans/Schedule assessment The Contractor shall study existing AWL plans/schedules to gain a familiarity with the planned activities and milestones documented therein. Based on the information the Contractor receives in developing the Weekly Status Report (CDRL B003) as well as other TO tasks, the Contractor shall provide an independent assessment of the accuracy of AWL Plans/Schedules, including their compliance with DoD acquisition policies (ref. 2.1(b)). The Contractor's assessment shall identify those Project Plans/Schedule milestones or activities which are no longer correctly represented and report the findings in the Monthly Progress/Status Report (CDRL B001).
- 3.1.4 <u>Aircraft Modification Schedules</u> The Contractor shall develop or update detailed Aircraft and Subsystem Flight Clearance Modification Schedules and documentation (CDRL **B004**) in support of Government approved System Configuration Sets (SCS) development plans of references 2.2(c) & (d). The Contractor shall ensure the Schedules and modifications comply with the requirements of the Naval Aircraft Maintenance Program (ref. 2.2(e)). Newly developed Schedules, if required, shall be developed by modifying/updating a similar existing Schedule to retain consistency of format and data content. The Schedules and documentation shall be prepared in accordance with the Flight Clearance Process defined in paragraph 5.4.8-1 of reference 2.2(b). The Schedules and documentation shall be submitted one week prior to the first flight of and aircraft's new/updated SCS or new/updated system, as defined in F/A-18 Program Plans and Schedules (ref. 2.2(d)) and in support of aircraft scheduling (ref. 2.2(g)). In order to gather data to update the Schedules and documentation, the Contractor shall monitor proposed, approved, and in-work aircraft modifications from the design phase through final systems functional check out.

It is projected that 50 "newly developed" and 50 "updated" Schedules will be required per year.

3.1.4.1 <u>Clearance Monitoring</u> -- The Contractor shall monitor the currency of approved F/A-18 flight clearances to meet scheduled and projected weapons (both domestic and foreign) flight test requirements. The Contractor shall notify the Government of impending clearance expirations or deficiencies in the Monthly Progress/Status Report (CDRL **B001**).

It is projected that 15 flight clearances will require Contractor review per month.

3.1.5 F/A-18 Test Aircraft Maintenance Plans and Schedules -- The Contractor shall monitor and coordinate all aspects of AWL F/A-18 test aircraft maintenance and modification activities. This task shall be accomplished by gathering data from: review of existing references (refs. 2.2(c), 2.2(e), 2.2(h) & 2.2(i)); the planning, scheduling, and resource planning meetings the Contractor attends (see Sect. 3.5); and planning, scheduling, and maintenance data deposited to the TL's "in-box". The Contractor shall identify those maintenance Plans and Schedules that are not compliant with the requirements of the Naval Aviation Maintenance Program (ref 2.2(e)) or the Naval Aviation Standardization Program (ref 2.2(i)), and notify the Government via the Monthly Progress/Status Report (CDRL **B00I**). The Contractor shall coordinate all proposed changes with maintenance and modification activities identified in the previously specified references or identified in resource planning meetings. The "coordination" activity of this task shall include verbal contact with all Government and contractor activities involved in F/A-18 maintenance and modification (defined in references 2.2(b) & (e)) to determine whether they agree, disagree, can or cannot comply with the F/A-18 schedules and plans identified in reference 2.2(d) and in resource planning meetings. If any activity disagrees or cannot comply to a specific technical provision or schedule, the Contractor shall note the issue and notify, and attempt to negotiate with, other concerned activities affected by the issue for the purpose of reaching a resolution. If resolution cannot be achieved, the Contractor shall notify the Government via the Monthly Progress/Status Report (CDRL B001). For time critical issues, the Contractor shall verbally notify the TA. If authorized via a

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Work Request deposited in the TL's "in-box" or via electronic message, the Contractor shall submit suggested "red line" changes to the AWL IPT office for inclusion in the task defined in Section 3.1.1 (CDRL **B005**).

This Section may require non local, domestic and/or foreign, travel to attend technical meetings and research data (see Sect. 5.9)

3.1.6 <u>F/A-18 Project Tracking</u> — The Contractor shall track the progress of various Projects either defined below or by TDL. This tasking shall consist of monitoring the Project progress to the plans defined in the references above; assessing the progress to the plans and schedules; providing programmatic and technical recommendations to remain on, or recover to, the Plans and Schedules; and updated plans to represent actual progress. Recommendations and updates will be provided as defined below or by TDL.

It is projected that the Government will start 1 new Project that requires Project tracking approximately every 3 years (2 in next 5 years), in addition to those defined below. Each TDL will define the Project, appropriate references, and products. It is projected each Project will require 10 Plan updates per year.

This Section may require non-local, domestic and/or foreign, travel to attend technical meetings and research data (see Sect. 5.8).

This Section may require specialized training in the latest developments of programmatic tracking (see Sect. 5.9).

- 3.1.6.1 F/A-18 Integrated Defensive Electronic Countermeasures (IDECM) System Program
 Plan -- The Contractor shall monitor the progress of the IDECM electronic warfare system
 compared to the F/A-18 System Development Plan for the IDECM system. The Contractor shall
 periodically update the F/A-18 System Development Plan (ref. 2.2(c)) for the IDECM electronic
 warfare system to represent actual progress (CDRL B001). This Plan addresses the individual
 subsystems that comprise IDECM:
 - ♦ Radar Warning Receiver (RWR)
 - Radio Frequency Countermeasure (RFCM)
 - ♦ Common Missile Warning System (CMWS)
 - ♦ Advanced Strategic & Tactical Expendable (ASTE)

The Plan encompasses laboratory, ground, and flight testing of the new sub-systems associated with IDECM, and complies with the Program milestones for F/A-18 SCS development.

3.1.6.1.1 The Plan shall be monitored to ensure it is in accordance with: the F/A-18 System Life Cycle Plan (ref. 2.2(a)); the F/A-18 E/F Functional Requirements Document Process Definition (ref. 2.2(k)); Operation of F/A-18 Avionics Subsystems Manuals ("Grey" Books, ref. 2.2(l)); Earned Value Management Systems, EIA-748, (ref. 2.1.1(c)); and observed progress. This activity shall consider the coordination and integration of all elements of the IDECM electronic warfare system into the E/F Program.

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Additional data for this effort shall be data gathered from the technical and programmatic meetings and reviews the Contractor attends (see Section 3.5) and planning/scheduling data deposited to the TL's "in-box".

The Contractor shall assess progress in the execution of the Plan and verbally discuss recommendations to correct to the Plan during the periodic work coordination meetings.

- 3.1.6.1.2 The Contractor shall update the Plan as required by F/A-18 milestones (ref. 2.2(d)) to ensure that it continues to reflect the data gathered above and the activity necessary to integrate IDECM subsystems into the 18EI SCS, the 18E SCS, and the 20E SCS (CDRL **B001**). This activity shall consider the coordination and integration of all elements of the IDECM electronic warfare system into the E/F Program.
- 3.1.6.1.3 During the execution of the tasking defined above, the Contractor shall observe and evaluate the processes utilized in support of the IDECM Program. The Contractor shall submit process improvement recommendations via the Monthly Progress/Status Report (CDRL **B00I**) whenever potential improvements are identified.

3.2 PROJECT DOCUMENTATION

The F/A-18 AWL utilizes a tailored set of Project specific documents to manage each AWL software Project. The following are typical of the type of Project documents that shall be created and/or updated to meet specific Project milestone requirements.

- ♦ F/A-18 Functional Requirements Documents (FRDs) (CDRL B007), references 2.2(j) & (k)
- F/A-18 System, Software and/or Hardware Development Plan (CDRL B006), reference 2.2(c)
- ♦ F/A-18 System Life Cycle Plan (SLCP) (CDRL B00A), reference 2.2(a)
- ◆ F/A-18 Acquisition Product/Block Upgrade Project Plan (CDRL B009), reference 2.2(f)

The Contractor shall develop original and/or update existing AWL Project documents included in the above list. The Plans shall be compliant with the Navy's policies as stated in references 2.1(a)-(c). This effort includes the research and data collection necessary to create and/or update documents as outlined in Sections 3.2.1 - 3.2.3.

It is projected that up to 2 original documents and 4 update versions of CDRLs **B006** - **B009** may be required per year. It is projected that 10 versions of documents (CDRL **B009**) may be required per year. With implementation of references 2.2(a)-(d), an additional 10 versions of CDRLs **B006** - **B009**, are projected to be required. This Section may require non-local, domestic and/or foreign, travel to attend meetings and research/gather technical data (see Section 5.9).

This Section may require specialized training in the latest developments in Department of Defense acquisition processes and standards (see Sect. 5.10)

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3.2.1 Original Documents — Development of original Project documents (i.e., documents not currently existing) shall be based on the references indicated above. Each document shall be tailored to meet the requirements of a specific AWL Project and shall be submitted in accordance with the CDRLs listed. Each original document shall be initiated by TDL. Each initiating TDL will identify the type of document (e.g., FRD), the Project (e.g., 19C SCS), and the due date. The Contractor shall tailor documents in accordance with the originating TDL, the requirements defined by references 2.2(b), (j), (k), & (m), the guidance of reference 2.2(a), and the document specific references and CDRLs listed above.

As a result of on-going changes in DOD and Navy policies and instructions, not all AWL documentation requirements can be identified at this time. Program documents not included in the above list may be initiated by TDL. Such TDLs shall identify the required format, applicable reference, and any specific instructions. Original documents developed under this paragraph shall be submitted under CDRL **B009**.

3.2.2 <u>Updates</u> — Updates to existing documents shall be initiated by a Document Update Request deposited in the TL's "in-box". Each Update Request shall indicate the purpose of the update, the governing CDRL/reference, and the due date. Updates shall be compatible with the existing document (unless otherwise specified by the Government) and the document specific references and CDRLs listed above.

3.3 SYSTEM TEST DOCUMENTATION:

The F/A-18 AWL utilizes a tailored set of Project specific test documents to manage and conduct the development and verification and validation testing associated with each AWL Project. Test documents are created and updated to meet the milestone requirements of F/A-18 test phases. The Contractor shall develop original and/or update existing AWL test documents to meet the milestone requirements of F/A-18 SCS Software Development Plans (ref. 2.2(c)). The Contractor shall conduct the research and data collection necessary to create and/or update the documents described in Sections 3.3.1 - 3.3.3. Data shall be derived from:

- inputs deposited in the TL's "in-box" by designated Project Leads, Task Team Leads, and Project Engineers
- electronic messages sent by designated Project Leads, Task Team Leads, and Project Engineers
- participation in planning meetings (per the published schedules) relative to SCS test planning and testing.
- weekly interface with the NAWCWD Codes/Task Teams responsible for conducting laboratory, ground, and flight test

This tasking may require non-local, domestic and/or foreign, travel to attend meetings and reviews and witness testing (see Section 5.9).

This Section may require specialized training in the latest developments in Department of Defense testing processes and standards (see Sect. 5.10)

3.3.1 <u>Test Plans (TP)</u> — NAWCWD requires (ref. 2.2(h)) an approved Test Plan prior to the start of Project flight testing. Each Test Plan, when approved by NAWCWD, establishes the overall scope of flight test activity, the test environment, and the safety constraints under which the flight test activities are to be conducted. Up-to-date Test Plans must be maintained throughout the duration of each Project.

The Contractor shall create Development phase and Verification and Validation phase Test Plans to meet the NAWCWD requirements defined in reference 2.2(h). Each Test Plan shall be tailored to meet the

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requirements of a specific AWL Project and shall be submitted in accordance with CDRL **B00B**. Original Test Plans shall be initiated by a TDL specifying test phase (e.g., Development), the Project (e.g., 19C Block Upgrade), and the due date. Updates to existing Test Plans shall be initiated by a TP Update Request deposited in the TL's "in-box". Each Update Request shall indicate the purpose of the update, the governing CDRL/reference, and the due date. Updates shall be compatible with the existing document (unless otherwise specified by the Government) and the document specific references and CDRLs listed above.

3.3.2 Engineering Test Plans — Engineering Test Plans (ETPs) are developed by the AWL to manage and execute the laboratory, ground, and flight tests associated with Project phases. The purpose of the Engineering Test Plan is to identify in a single document the test activity, the resources, and the schedule necessary to complete testing. Each Task Team is assigned an area of functional responsibility for which it develops and submits an appropriate test point matrix defining laboratory, ground, and flight test requirements.

The Contractor shall collect and compile the individual Task Team inputs into a single Engineering Test Plan in accordance with the standardized F/A-18 ETP format (ref. 2.2(b)). Input data will be provided via the TL's "in-box" or via electronic message. Each Engineering Test Plan shall be tailored to meet the requirements of a specific AWL Project and shall be submitted in accordance with CDRL **B00B**. Original Engineering Test Plans shall be initiated by a TDL specifying test phase (e.g., Development), the Project (e.g., 13C Block Upgrade) and the due date. Updates to existing Engineering Test Plans shall be initiated by an ETP Update Request deposited in the TL's "in-box". Each Update Request shall indicate the purpose of the update, the governing CDRL/reference, and the due date. Updates shall be compatible with the existing document (unless otherwise specified by the Government) and the document specific references and CDRLs listed above.

No Contractor effort for this Section is projected at Task Order initiation.

3.3.3 <u>Test Procedures</u> -- F/A-18 Task Teams utilize two types of Test Procedures to conduct laboratory testing: Developmental Test Procedures (DTP) and Integration Test Procedures (ITP). Approved DTPs and ITPs are archived in the "F/A-18 Hornet fileserver". Each Task Team is responsible for developing the DTP and ITP updates ("red-lines") necessary to support Project laboratory testing.

The Contractor shall develop and submit proposed DTP and ITP updates based on "red-line" changes deposited in the TL's "in-box" (CDRL **B00C**). The Contractor shall electronically import the Government-approved final version of the Developmental Test Procedures (DTP) and Integration Test Procedures (ITP) for each SCS development into the "F/A-18 Hornet fileserver", verifying that all data has been transferred correctly.

It is projected that 4500 updated Test Procedures will be required per year.

3.4 DOCUMENTATION ASSESSMENT:

Documentation is an integral part of the F/A-18 AWL's SCS life cycle engineering process. The Contractor shall provide personnel with the experience and knowledge to evaluate a wide range of Program-level and engineering documents. This effort includes the research and data collection necessary to accomplish the task defined in the following sections.

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This Section may require non-local, domestic and/or foreign, travel to attend meetings and research/gather technical data (see Section 5.9).

This Section may require specialized training in the latest developments in Department of Defense acquisition processes and standards (see Sect. 5.10)

3.4.1 Externally Developed Engineering Documents — The Contractor shall perform detailed assessments of externally developed engineering documents. Documents to be assessed will be provided to the Contractor via the TL's "in-box". The Contractor shall check documents for compliance with references 2.1.1(a) & (b), or superseding reference) and the F/A-18 Software Life Cycle Plan (ref. 2.2(a)). The Contractor shall also assess the technical content of the document for consistency and traceability to an approved Functional Requirements Document (refs. 2.2(j) & (k)). Where applicable, the Contractor shall assess the Acquisition Processes as compared with the DoD-5000 series (ref. 2.1(b)). The Contractor's assessments shall be submitted to the Government in accordance with CDRL B00D. The Contractor shall comply with all conflict of interest provisions of the basic contract when assessing documents developed by other Contractors. No conflict of interest issues are anticipated for this tasking.

It is projected that approximately 100 documents may be assigned for assessment per year.

3.4.2 Work Process Documentation — The F/A-18 AWL IPT has documented its Work Processes (the operational methods by which it performs its responsibilities) in ref. 2.2(b). The F/A-18 AWL IPT has an ongoing responsibility to continually monitor itself and update its Work Processes as necessary to keep them current. As a member of the AWL IPT, the Contractor shall maintain an awareness of the contents of reference 2.2(b) and implement the processes appropriate to assigned tasks. If the Contractor identifies undocumented processes or processes deviating from the documented Work Processes, the Contractor shall identify and report those processes in the Monthly Progress/Status Report (CDRL B001). If authorized via a Work Request deposited to the TL's "in-box" or via electronic message, the Contractor shall develop and submit updates to the Work Process Documentation (CDRL B00E).

It is projected that 10 process documentation updates will be assigned per year.

3.5 TECHNICAL AND PROGRAMMATIC MEETINGS AND REVIEWS

The Contractor shall attend, as a participating member, technical and programmatic meetings and reviews. These include both "formal" and "informal" meetings. The Contractor's participation shall include verbal contributions or presentations in the Contractor's areas of responsibility and/or expertise. Meeting schedules will be available "on-line" or can be requested from the TA. A schedule of "formal" meetings will be provided periodically to the TL's "in-box". Examples of such meetings include: Mission System Reviews, Foreign Military Sales Reviews, Project planning meetings, and Subsystem Executability Reviews. Prior to each "formal" meeting, the Contractor shall verbally discuss and coordinate their inputs with the TA (and/or designate), recommend agenda items, and prepare Presentation Materials in accordance with the agenda (CDRL B002). During each "formal" meeting, the Contractor shall document all action items assigned, to whom the action item is assigned, and the completion date. Subsequent to each "formal" meeting, the Contractor shall maintain a Status Sheet documenting the completion status of all action items assigned during the meeting. The Contractor shall keep the Status Sheet updated by making personal or telephone contacts at least weekly to each person responsible for an "open" action item. This Status Sheet shall be made available for review by the Government upon request during the period of performance of this TO.

This tasking may require non-local, domestic and/or foreign, travel to attend meetings and reviews (see Section 5.9).

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This tasking may require specialized training in the latest developments of programmatic tracking (see Sect. 5.10)

It is projected that approximately 50 "formal" meetings will require support per year.

3.6 RESOURCE COORDINATION:

The Contractor shall provide an F/A-18 Ordnance Resource Coordinator to support AWL testing as defined in Sections 3.6.1 - 3.6.4, below. The Contractor shall accomplish these tasks in accordance with the Ordnance Support Desktop Procedures Manual (ref. 2.2(n)), and NAVAIR Instruction (ref. 2.2(o)).

This tasking may require non-local, domestic and/or foreign, travel to attend meetings and witness testing (see Section 5.9).

This tasking may require special training in new weapons systems (see Section 5.10).

- 3.6.1 <u>Annual NCEA Requirements</u> The Contractor shall annually obtain from F/A-18 AWL Task Team and Project Leads the projected weapons/ordnance requirements for the next fiscal year. The Contractor shall research the information provided for completeness and develop a document suitable for submission to PMA 265 as the fiscal year NAWCWD, China Lake F/A-18 Non-Combat Expenditure Allocation (NCEA) Requirements (CDRL **B008**). Additionally, the Contractor shall maintain a listing of out-year allocation requirements identified by F/A-18 Task Team and Project Leads.
- 3.6.2 NCEA Updates -- The Contractor shall update the NCEA Requirements (CDRL **B008**) as required to incorporate new or changing requirements placed in the TL's "in-box".

It is projected that 6 updates will be required per year.

- 3.6.3 Quarterly Projected Weapons Usage Reports Quarterly, the Contractor shall obtain from AWL Task Team and Project Leads their 90-day projected weapons usage requirements. The Contractor shall compile this information in a Projected Weapons Usage Report (CDRL **B00F**) to support AWL test planning. The Contractor shall submit a quarterly Ordnance Expenditure Report that provides, by month, a summary projection of F/A-18 ordnance usage (CDRL **B00G**).
- 3.6.4 Ordnance Database The Contractor shall use the existing Ordnance Database to keep an up-to-date record of fiscal year allocations and expenditures. The Contractor shall input to the database all authorized NCEA changes distributed to the TL's "in-box". The Contractor shall track (from flight test records) ordnance expenditures and verbally report to the TA if expenditures are exceeding the NCEA allocations or if insufficient assets will be available to support approved Test Plans. To facilitate the availability of ordnance to meet F/A-18 Test Schedules, the Ordnance Coordinator shall verbally communicate the AWL's ordnance usage status and plans with PMA 265, the NAWS Weapons Department, Weapons Test Squadron, and to other related activities (specific points of contact will be identified by the TA during the first work coordination meeting).

This task is projected to require approximately 40 work hours per month.

3.6.5 Ordnance Request Monitoring — The Contractor shall review all flight schedule requests requiring ordnance for proper loading configuration and compliance with aircraft weight and balance restrictions as defined in applicable aircraft manuals/flight clearances. The Contractor shall assign proper Naval Ammunition Logistics Code (NALC) codes to flight requests to ensure that only NCEA allocated weapons/components are ordered to fulfill test requirements. The Contractor shall also periodically

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monitor test events to determine if weapons are properly prepared, configured, and loaded onto aircraft or laboratory test stands.

It is projected that 20 flight schedule requests per month will require Contractor review. It is projected that 5 test events per month will be monitored by the Contractor.

3.7 IPT MANAGEMENT INFORMATION

This tasking may require non-local, domestic and/or foreign, travel to collect data and to attend meetings and reviews (see Section 5.9).

This Section may require specialized training in the latest developments and information related to Government databases (see Sect. 5.10)

3.7.1 Maintenance and Operation — The Contractor shall maintain the F/A-18 AWL IPT unique management information system and provide database printouts (CDRL **B00H**) from the system in response to Data Report Requests deposited to the TL's "in-box". Each Data Report Request shall indicate the range of data requested, the required format, report distribution, and the due date. The term "maintain" shall include collecting, entering, updating, exporting, and formatting data. Data to be input into the system will be deposited in the TL's "in-box". Data will include information supplied from all the F/A-18 Task Teams and Block Leads, and will be in multiple formats and software packages.

This task is projected to require approximately 640 work hours per month.

3.7.2 <u>Research and Development</u> -- The Contractor shall research and develop recommendations for changes in the IPT Management Information Systems. The research shall be identified, conducted, and delivered as project documentation or document assessments as defined in sections 3.2 and 3.4 above.

This task is projected to require approximately 150 work hours per month.

3.8 IPT RESOURCE TRACKING:

The Contractor shall maintain an up-to-date status of all F/A-18 IPT plant account resources, including office equipment, computer resources, and F/A-18 laboratory assets. The Contractor shall utilize the existing Plant Account data base (location available from the TA, and maintained with commercial software) to track the location, responsible person, and status of each accountable item. Performance of this task includes systematically inventorying items on hand, entering newly acquired items, and deleting items no longer accountable in accordance NAWS China Lake Plant Account Procedures (refs. 2.2(p) & (q)). The Contractor shall report the status of IPT plant account resources quarterly in the form of a computer database printout (CDRL **B00H**).

The requirements of this Section may include the Contractor's joint use of Government-owned vehicles to transport equipment and documentation to/from the Airfield areas (see Section 5.5).

The requirements of this task may require non-local, domestic and/or foreign, travel to survey and inventory non-local Government equipment (see Section 5.9).

This Section may require specialized training in the latest developments in Government Resource Management systems (see Sect. 5.10)

This task is estimated to require approximately 160 work hours of Contractor effort per month.

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3.8.1 NALCOMIS Maintenance:

The Contractor shall maintain the Naval Aviation Logistics Command Management Information System (NALCOMIS) at the F/A-18 AWL in accordance with ref. 2.2(e). The Contractor shall use the NALCOMIS system, in accordance with refs. 2.2(r) & 2.2(s), to access the Naval Aviation Supply System in support of AWL requests for materials or equipment. In response to requests for materials/equipment received via EMail or the TL's "in-box", the Contractor shall determine from NALCOMIS the availability status of materials/equipment, whether the materials/equipment is on-station or off-station, the time required for delivery, and the ordering priorities. The Contractor shall respond to the originating official via EMail with the data retrieved from the NALCOMIS. Upon receipt of EMail or written approval of the AWL Laboratory Director deposited in the TL's "in-box", the Contractor shall order the subject materials/equipment via NALCOMIS and maintain status knowledge of the material/equipment order.

The Contractor shall summarize this effort in the Monthly Progress/Status Report (CDRL B00I).

This task is estimated to require approximately 5 work hours of Contractor effort per month.

3.8.2 IMRL Maintenance:

The Contractor shall maintain the F/A-18 Individual Material Readiness List (IMRL) in accordance with ref. 2.2(e). The IMRL listing will be supplied by the NAWCWD IMRL Manager. The Contractor shall, in accordance with refs. 2.2(e), 2.2(r), & 2.2(s), maintain status and accountability of assigned IMRL items, maintain IMRL inspection records, requisition IMRL items via the NAWCWD ground support equipment office, return IMRL items for inspection and calibration, and return excess IMRL equipment items to the F/A-18 controlling custodian (COMNAVAIRPAC).

The Contractor shall summarize this effort in the Monthly Progress/Status Report (CDRL B00I).

The requirements of this Section may include the Contractor's joint use of Government-owned vehicles to transport "yellow equipment" within the Airfield flightline areas (see Section 5.5).

This task is estimated to require approximately 10 work hours of Contractor effort per month.

3.8.3 Equipment Metrology Program Maintenance:

The Contractor shall manage the F/A-18 AWL's Equipment Metrology program in accordance with refs. 2.2(e), 2.2(u), & 2.2(v). The Contractor shall review the NAWCWD Intermediate Maintenance Activities' Monthly Calibration Schedule (available from the TA) to identify equipment requiring recalibration. The Contractor shall schedule recalibration and track recalibration status so as to comply with the calibration requirements. The Contractor shall access and maintain the Local Asset Management System (LAMS) IAW ref. 2.2(v), to document the required calibration status of tracked equipment.

The Contractor shall summarize this effort in the Monthly Progress/Status Report (CDRL B00I).

This task is estimated to require approximately 10 work hours of Contractor effort per month.

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3.9 COMPUTER AND SOFTWARE ACCREDITATION:

3.9.1 Computer and Software Accreditation:

The Contractor shall collect defined data and provide data input to and configuration management of (including the level of classification) the Group Risk Analysis Support Program (GRASP) database in accordance with NAVAIRINST 5239.2, Chapter 2, Section 2 (ref. 2.2(w)). This effort shall be applicable to all existing and newly accredited F/A-18 IPT computer systems. The Contractor shall collect the data and follow the processes defined in the Group Risk Analysis Support Program Documentation and User's Guide, (ref. 2.2(x)). The Contractor shall become aware of newly accredited F/A-18 IPT computer systems via implementation of Trouble Reports for system connection.

The Contractor shall generate database printout Reports as identified by Data Requests placed in the TL's "In-box" (CDRL **B00H**).

This task is estimated to require approximately 160 work hours of Contractor effort per month.

3.10 MATHEMATICAL ANALYSIS AND INVESTIGATION:

The Contractor shall perform mathematical analysis to investigate areas identified as possibilities for improving air-to-surface weapon delivery accuracy or correcting identified errors/problems in the air-to-surface weapon delivery system for the design and development of an F/A-18 Air-to-Surface weapon delivery improvement system. Tasking is defined in Sections 3.10.1 - 3.10.6, and each task shall be assigned by a TDL. The following tasks are research tasks and there is no one specific document to perform in accordance with. All applicable documents in the F/A-18 Software Support Library and those of Section 2.0 will be made available to the Contractor in the performance of these tasks.

This Section may require non-local, domestic and/or foreign, travel to attend technical meetings and research data (see Sect. 5.9)

No Contractor effort for this Section is projected at Task Order initiation.

- 3.10.1 Plan of Attack, Next Generation Strike Capability: As defined by a TDL, the Contractor shall update/maintain the currency of the Roadmap (Plan of Attack), based on action items (AIs) resulting from F/A-18 Program reviews/meetings and delivered to the Contractor's Task Leader (TL) electronically or via the TL's "in-basket". If this tasking is activated, the Contractor shall update the Roadmap quarterly (CDRL **B001**). Elements identified within the Roadmap shall be prioritized, based on schedule, criticality of analysis, and improvement projected to be realized. Initiation of this tasking will occur by a Technical Direction Letter (TDL), approved by the Contracting Officer's Representative (see ref. 2.2(hh)). The due date will be specified in the TDL.
- 3.10.2 Roadmap Element (Task) Analysis: As defined by a TDL, the Contractor shall perform tradeoff studies to determine the most efficient approach for implementation for each approved element on the Roadmap (see Sect. 3.10.1) in the priority established in Program reviews and submitted to the TL via EMail or the TL's "in-basket". The Contractor shall provide further analysis (in accordance with references 2.2(z) 2.2(ff)), based on the tradeoff results, for developing a system capable of achieving F/A-18 precision strike capability under combat release. Intermediate goals shall include Accuracy, Versatility of Attack, and Combat Readiness improvements with an objective of lowering Circular Error Probable (CEP), expanding delivery envelopes, improving safety and survivability without degrading accuracy in combat conditions, and amelioration of system degradation with the loss of one or more

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critical subsystems. The Contractor shall document the Design Approach in an Analysis Report (CDRL **B009**). Initiation of this tasking will occur by a Technical Direction Letter (TDL), approved by the Contracting Officer's Representative (COR, see ref. 2.2(hh)). The due date will be specified in the TDL.

- 3.10.3 Global Positioning System (GPS) and Embedded GPS-Inertial Navigation System (EGI) Analysis:

 As defined by a TDL, the Contractor shall perform an analysis evaluating the F/A-18 GPS and EGI system performance in the areas of Vertical Velocity and Altitude errors, using reference 2.2(y), to determine needed system or algorithm corrections to improve F/A-18 strike capability. The Contractor shall document the analysis in an Analysis Report (CDRL B009), discussing the results of the analysis and conclusions reached. Initiation of this tasking will occur by a Technical Direction Letter (TDL), approved by the Contracting Officer's Representative (COR, see ref. 2.2(h)). The due date will be specified in the TDL.
- 3.10.4 Synthetic Aperture Radar (SAR) Bombing Analysis: As defined by a TDL, the Contractor shall use ref. 2.2(gg) to analyze the current implementation of Synthetic Aperture Radar (SAR) bombing and SAR bombing test results to determine the recommended approaches, solutions, or algorithm corrections to the current system to improve weapon delivery accuracy. Initiation of this tasking will include the delivery of a Reference Materials Package for analysis, including the Analysis Report due date, to the TL via the TL's "in-basket". The Contractor shall document the analysis in an Analysis Report (CDRL B009), discussing the results of the analysis and conclusions reached. Initiation of this tasking will occur by a Technical Direction Letter (TDL), approved by the Contracting Officer's Representative (COR, see ref. 2.2(hh)). The due date will be specified in the TDL.
- 3.10.5 <u>Ballistic Integrator Algorithm (BIA) Study:</u> As defined by a TDL, the Contractor shall perform a study for modification of and potential improvements to the F/A-18 Ballistic Integrator Algorithm (BIA) and associated tools, using references 2.2(z) 2.2(ff). The Contractor's effort for this study/analysis shall include the development and electronic submittal of a ballistic Problem Report (Established Problem Report format available from the Technical Assistant (TA, see ref. 2.2(hh)). The Contractor shall deliver a Ballistic Algorithm Analysis Report (CDRL **B009**) describing the results of these efforts. Initiation of this tasking will occur by a Technical Direction Letter (TDL), approved by the Contracting Officer's Representative (COR, see ref. 2.2(hh)). The due date will be specified in the TDL.

Non-local, domestic, travel may be required for the off-site ballistic expert to travel to NAWCWD, China Lake to consult with Government ballistics experts in reference to the tasking in this paragraph (see section 5.9).

3.10.6 In support of each TDL, The Contractor shall participate in scheduled technical exchange meetings (see on-line electronic schedule), and attended by F/A-18 Project Engineers. During these meetings the Contractor shall discuss and present a briefing describing analysis performed to date on tasking defined in Sections 3.10.1 - 3.10.5. The Contractor shall provide Briefing Materials (CDRL **B002**) IAW section 3.5.

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3.11 MONTHLY PROGRESS/STATUS REPORT:

The Contractor shall deliver a Monthly Progress/Status Report (CDRL **B001**) no later than 9 working days after the close of each monthly accounting period. The Report shall include a summary of work performed for each task, problems encountered, problems solved, trips made, current schedules, and cost information. Cost information shall include monthly and cumulative funds/hours expended and a trend analysis graph depicting actual and planned expenditures. Tasking initiated by Technical Direction Letter (TDL) shall be documented. Additional information shall be provided as specified elsewhere in this Statement of Work.

- 4.0 SCHEDULE
- 4.1 PERIOD OF PERFORMANCE: As specified in the TO.
- 5.0 SPECIAL PROVISIONS
- 5.1 POINTS OF CONTACT: All Government Points of Contact are identified in reference 2.2(hh).
- 5.2 SECURITY CLASSIFICATION AND CONTROL: This TO may involve information up to the Security Classification of SECRET.
 - 5.2.1 Shared Access: The Contractor shall perform and adhere to the Security responsibilities defined in Attachment A to this SOW.
- 5.3 NAVAL AIR WEAPONS STATION (NAWS) ACCESS: Contractor access will be provided to the following NAWS, China Lake restricted areas:
 - N North Ranges
 - F Airfield Flight Line Area (incl. enclosed bldgs.)
 - M Michelson/Lauritsen Laboratories
 - 5.3.1 The Contractor shall request access for each employee working on this TO to only those NAWS restricted areas to which the employee requires regular access while working on this TO. When a Contractor employee no longer requires regular access to a restricted area, the Contractor shall request appropriate downgrade to that employee's access privileges.

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NAME OF OFFEROR OR CONTRACTOR EER SYSTEMS INC				

5.4 SAFETY: Work under this Task Order may be performed in and around military aircraft. The Contractor shall assure that his personnel have and use appropriate safety equipment and comply with NAWCWD safety requirements. Where work is in the area of explosives, the Contractor is responsible for assuring that personnel have the proper training, certifications, safety equipment, and procedures.

The Contractor shall provide a hearing test for applicable personnel prior to work on this TO. Results of this hearing test shall be kept on record by the Contractor for review by the Government.

- 5.5 OPERATION OF GOVERNMENT-OWNED VEHICLES: Contractor personnel may be required to operate Government-owned vehicles "on-base", while performing tasks under this Task Order. Potential uses of Government-owned vehicles includes: (a) transport of equipment and documentation to/from the Airfield area (see Section 3.8) and (b) transport of "yellow equipment" in the F/A-18 hangar areas (see Section 3.8.2). This joint-use of Government-owned vehicles shall be in accordance with both the Government's and Contractor's applicable policies.
- 5.6 GOVERNMENT FURNISHED EQUIPMENT/DATA: The Government will provide on site Contractor employees access to all computer systems, tools, equipment, and technical data required to accomplish TO tasking.
 - 5.6.1 The Contractor shall request access authorization to Government computer systems for only those employees actually needing such access for the performance of their duties in support of this TO. The Contractor shall ensure that all Contractor employees granted access to Government computer systems or equipment adhere to all related Government security procedures. When a Contractor employee no longer requires access to a Government computer system in support of this TO, the Contractor shall attempt to verbally notify the applicable Government Computer Resources Access Data Manager, and the Contractor shall send written notification within 2 days. If a Contractor employee with access privileges to Government computer systems is transferred from this TO or terminated, the Contractor shall immediately attempt to verbally notify the Government Computer Resources Access Data Manager, and the Contractor shall send written notification within 2 days of the transfer/termination.
- 5.7 PURCHASED MATERIALS: The Contractor may be required to purchase safety equipment and related tests (see Section 5.4). The estimate for purchased materials is approximately \$1000 per year.
- 5.8 CONTRACTOR FURNISHED EQUIPMENT/MATERIALS/SUPPLIES:

The Contractor shall furnish all other materials/equipment/supplies as required to accomplish efforts established by this SOW and performed within the Contractor's off-Base facility.

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NAME OF OFFEDOR OR CONTRACTOR				

- Non-local, domestic and foreign, travel may be required in the performance of this TO to support of programmatic and technical issues defined in Sections 3.1.1, 3.1.5, 3.1.6, 3.2 3.8, 3.10, & 3.10.5. The costs for travel are estimated to be approximately \$115,000 per year: All travel shall be approved in advance by the Technical Assistant (or Alternate), the Contracting Officer's Representative (COR), and Contracting Officer or designee (see ref. 2.2(hh)).
- 5.10 TRAINING: Special training may be required in the performance of this TO in order to stay abreast of the latest developments in programmatic tracking (see Sects. 3.1.1, 3.1.6, & 3.5); DoD acquisition processes and standards (see Sects. 3.2 & 3.4); test processes (see Sect. 3.3); Government databases(see Sect. 3.7); resource management systems (see Sect. 3.8); and special training in new weapons systems (see Sect. 3.6). The estimate for training costs are approximately \$8000 per year. All training shall be approved in advance by the Technical Assistant (or Alternate), the Contracting Officer's Representative (COR), and Contracting Officer or designee (see ref. 2.2(hh)).
- 5.11 INSPECTION AND ACCEPTANCE: Inspection and acceptance of all deliverables will be accomplished by the Technical Assistant or Alternate (see ref. 2.2(hh)).
- 5.12 PLACE OF DELIVERY: Naval Air Warfare Center, China Lake, CA 93555-6100, Attn: (name of Government TA, (see ref. 2.2(hh))

Attachment (B)

SECURITY SERVICING AGREEMENT BETWEEN SECURITY COORDINATOR F/A-18 WEAPON SYSTEM SUPPORT ACTIVITY (WSSA) IPT AND FACILITY SECURITY OFFICER EER SYSTEMS INC.

Ref:

- (a) SECNAVINST 5510.36
- (b) NAVWPNCENINST 5510.30
- (c) NISPOM

Encl:

- (1) Statement of Work (Security Requirements)
- (2) Security Agreement

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NAME OF OFFEROR OR CONTRACTOR EER SYSTEMS INC						
	:1.P : (1) 4b-			- ^:	-C	
1. This agreement establishes gr EER Systems Inc. in support of the follow-on to <u>D.O. 0216</u> .						
2. Security procedures in Buildin references (a) through (c) and this]and [China Lak	e will be	pursuant to	(b)
THE ORIGINAL SIGNATURES	S ARE IN THE TASK ORDER	FILE.				
ППОТТ	H K. SMITH					
CONT FOR S CODE	RACTING OFFICER ECURITY MATTERS 741100E, NAWCWPNS A LAKE, CA 93555					
DIANA GOING	EER	SYSTEMS II	NC.			

DIANA GOING SECURITY COORDINATOR 411000D, NAWCWPNS CHINA LAKE, CA 93555 EER SYSTEMS INC. MARY ANNE ARNOLD 900 HERITAGE DRIVE RIDGECREST, CA 93555

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED N68936-00-D-0022-0007	PAGE 27	OF	32	
NAME OF OFFEROR OR CONTRACTOR EER SYSTEMS INC					

SECURITY PROCEDURES FOR STATEMENTS OF WORK

I-7 SECURITY REQUIREMENTS

a.	The wor	k to be	performe	d under	this	contract	as	stated	in	the	DD	Form	254,	Attachment	num	ber	05
involve	s access	to and	handling o	of classi	fied	avionics	ha	rdware	e uj	p to	and	i incl	uding	SECRET.	Do	to	the
respons	sibility leve	el of thi	s agreemen	t a limit	ed nu	imber of	pers	onnel	sha	ll be	e give	en thes	e spec	cific security	dutie	es.	

b. Classified material that a employees will be stored in GSA	will be shared between the of approved security containers.	located in Building	Room number	(b)(2
container numbers	serial#[serial#[#[]and serial i	_/serial#[_	

- c. Security procedures for shared use of government open storage classified rooms and classified hardware are as follows:
- 1. Standard Forms (SF) 702 are to be properly completed when opening and closing the safe containers listed in paragraph I-7 (b). The form shall be initialed and the date and time of the day noted.
- 2. Contractors in possession of classified material shall follow procedures, which ensure that unauthorized persons do not gain access by sight or sound.
- (a) Classified information shall not be removed from secure workspace spaces except in the performance of official duties. Classified information or media removed from storage will be in the possession of or under the direct supervision of authorized persons or secured in authorized containers when not in use.
- (b) Classified documents and data media articles removed from storage will be kept under constant surveillance and covered with a cover sheet. Cover sheets shall be Standard Forms (SF) 704 and 705 for Secret and Confidential documents respectively. For Media and hardware the following classification stickers will be used: Confidential (SF) 708 and Secret (SF) 707.
- (c) Classified information shall not be discussed with or in the presence of unauthorized persons. Particular care must be taken when there are visitors or workmen present. Escorts must alert fellow workers when visitors or workman are in the area. Classified information will not be discussed in the vicinity of open doors or windows and where discussions may be overheard over telephones or through heating and cooling vents.
- (d) Preliminary drafts, carbon sheets, magnetic media, typewriter/printer ribbons plates, stencils, stenographic notes, worksheets and al similar items used to produce classified information will be safeguarded as classified material.
- 3. Persons who have access to the combinations of secure containers must provide the Department Security Coordinator the information required completing a SF 700 form.

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- 4. Classified material removed from and returned to security containers will be logged using the SF 702 form in the front of each file drawer.
- 5. Contractor Security Point of Contact (SPOC) Appointment and Responsibilities-The F/A-18 Integrated Product Team Lead (government employee) will appoint in writing the contractor employee as the F/A-18 Integrated Product Team (IPT) Security Point of Contact (SPOC).
- (a) The contractor shall appoint an on-site Security Point of Contact (SPOC) for ensuring Contractor security compliance with this agreement.
- (b) The Contractor Security Point of Contact (SPOC) shall perform her duties as defined in Reg Memo 741000D/113 of 3 Nov 99. Specific responsibilities are to be performed in accordance with:
 - (a) NAVWPNCENINST 5510.30 of
 - (b) SECNAVINST 5510.36 of 17 Mar 99
 - (c) Executive Order 12958 of 20 Apr 95
- 6. The contractor performing the Security Point of Contact (SPOC) work associated with F/A-18 Integrated Product Team (IPT) (WSSA) shall pick-up and receive all classified material for personnel within the IPT. Jobs will be assigned to the Contractor Secret Control Officer by using a Work Request form. The contractor will be appointed as the Security Point of Contract (SPOC) and will work closely with the Department Security Coordinator to ensure that all rules and regulations pertaining to handling classified material are being met. On locally generated material the Contractor SPOC shall ensure that the material has the appropriate classification markings. The Contractor SPOC is only verifying that the material has the appropriate markings, it is the responsibility of the originator (government employee) to properly marking the classified material. The SPOC will prepare and wrap all outgoing classified packages for the F/A-18 IPT. The contractor SPOC schedules destruction and degausses appointments and will accompany another government person to the destruction/degauss facilities.
- 7. Hand-carried classified information on-station, China Lake will be accomplished as follows:
 - (a) Within building in accordance with paragraph 2(b)

(b)(2)

(b) Within the NAWC/NAWS airfield-vicinity (including the Range Control Center, (RCC) mainsite to the Administration Building, the Security Building and the destruction facility by double wrapping the classified material in plain brown paper or envelopes sealing all openings and seams with brown paper tape. The inner envelope shall be marked with the highest classification of the material contained inside. 1) For classified packages being mailed off-station or hand-carried to an on-station contractor facility (i.e. Boeing). The Contractor SPOC shall mark the inner envelope or package with an address label with the correct classified address. The Contractor SPOC shall verify with the Department Security Coordinator/Alternate (Government employee) all classified addresses to ensure that the correct classified mailing address is being used. The outer envelope or package will be marked with the address label, Certified Mail for sending Confidential to another contractor or First Class Mail for sending Confidential to another government activity, Registered Mail is used for Secret material going off-station or to contractor facility. In some situations the Contractor SPOC shall be required to send classified Federal Express Mail and Postal Express Mail. The Contractor SPOC shall prepare an Express Mail form and obtain the proper signatures. The inner wrapping is the same as listed above. The outer wrapping will be marked FedEx or U.S. Postal Express. The words POST MASTER DO NOT FORWARD/RETURN TO SENDER

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NAME OF OFFICE OR OD CONTRACTOR					

shall be marked on all outgoing packages. Personnel in the administration building mail room will require a copy of the transmittal form and the original Express mail form if the package is going FedEx or U.S. Postal EX.

- (c) The contractor SPOC is authorized to pick-up classified material from the Security building, the Range Control Center (RCC), from the Foreign Military Sales building and the 41D/45D Security offices.
- 8. <u>Contractor Information Systems Security Officer (ISSO)</u> Appointment and Responsibilities. The F/A-18 Integrated Product Team Lead (government employee) will appoint in writing the contractor employee as the F/A-18 Integrated Product Team's (IPT) Information Systems Security Officer.

 Comply with the following instructions:
 - (a) NAVAIRINSTR 5239.2 NAVAL AIR SYSTEMS COMMAND INFORMATION SYSTEMS SECURITY PROGRAM
 - (b) NAWCWPNSINSTR 5239.3 INFORMATION SYSTEMS SECURITY PROGRAM
- 9. The Contractor ISSO will work closely with the Department Information Systems Security Coordinator (ISSC) to ensure that both government and contractor personnel working within the F/A-18 IPT are adhering to the security regulations for Federal Information Processing Resources (Computers) as stipulated in the instructions listed in paragraph (8).
- 10. If emergency evacuation (fire, earthquake, etc.) of the workspace is required, classified information shall be secured provided it can be secured safely without injury or loss of life by the government employees. If there is any personal danger, the material will be left in place and the area evacuated. If classified material is left unsecured this information will be immediately reported by to the government official in charge at the assembly area.
 - (a) Security procedures for key control, card keys, and door combinations.
- 11. The Key and Card Key custodians will issue a Key and a Card key. The combinations for the GSA approved safes listed in paragraph I-7 (b) will be provided by the Primary SCO (government employee).
 - 12. Security procedures for violations and infractions
- (a) All security violations shall be immediately reported to the Department Security Coordinator and Contractor Facility Security Officer. A violation is any violation of security procedures which subjects classified information to compromise. Classified information is subjected to compromise whenever it is left unattended or unsecured.

(b)(2)

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NAME OF OFFEROR OR CONTRACTOR EER SYSTEMS INC				

(b) Persons contacted as the responsible person, per the SF 700, after non-duty hours, shall respond to the workspace and inventory all classified material stored in the container. The results of the inventory including all missing classified material will be immediately reported to government security. Additionally, the Government Department Security Coordinator and Contractor Facility Security Officer will be advised immediately at the

13. Security procedures for security checks

beginning of the next workday.

Whenever the workspace is to be left unoccupied for any period of time, a security check shall be conducted. Authorized personnel consider workspace unoccupied when it is not under constant surveillance.

- (a) Normally contractor personnel are not permitted in government buildings unless Government personnel are present. However, if a situation arises where a contractor is the last person to leave the area, the following procedures are applicable.
- (b) Each individual shall ensure that his or her working area is secure by checking the working area for classified material. Areas checked should include desktops, tops of filing cabinets and security containers, working trays and baskets, computers, reproduction machines, fax machines, shredders, etc. If classified documents including classified waste are not secured in authorized containers, then the contractor must contact a government employee or the Department Security Officer immediately, to secure the material.
- (c) Rotating the dial of the combination lock at least four complete turns in one direction and checking each drawer to ensure that it is securely locked in place shall lock all security containers. This locking shall be documented using the SF 702 posted on or near the security container. If there is a person other than the individual who locked the container available, he/she shall be requested to check the container by repeating the locking process and completing the "checked by" column. If no one is available other than the person who locked the container, he/she shall perform the checking process as a separate and distinct action and complete the "checked by" column.
- (d) The last person leaving the area shall check to ensure that all classified material Including classified waste is stored in authorized shared access security containers. If classified documents including classified waste are not secured in authorized containers, then the contractor shall secure the material and contact the Department Security Officer to report the incident. The contractor shall insure that all containers have been locked and checked per procedures in the preceding paragraph. If the "checked by" column of the SF 702 posted on or near the security container has not been completed, the last person out shall rotate the dial of the combination lock at least four times in one direction, check each drawer of the container to ensure it is secured and complete the "check by" column. Following this, the security check shall be documented using the SF 701 posted at or near the exit. Each item of the SF 701 will be initialed indicating that each item has been completed.

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	N68936-00-D-0022 Task Ord	SECURITY AGREEMENT er (delivery order) <u>0007</u> is a follow-on to Tasl	c Order (delive	ry order)	<u>0216</u>
i.	I agree to share security contain	ner(s) combination safes bar code numbers con	ntainers		
) with contractors v	vith the following understanding:			
•	The security containers are go ultimate responsibility of a gove	vernment property. As such the security of ernment employee.	these contain	ers must	remain th
•	Material stored in these contain my responsibility.	ers for which I have signed a receipt or have I	oeen assigned i	esponsibi	ility remai
•	contractor is not found culpa administrative or disciplinary	involving these containers or the documents ble for the violation. I may be held acc sanctions, and criminal penalties. Adminis etter of caution and requirements, written rep	ountable and dration and di	may be sciplinary	subject to sanction
	Security Coordinator is respons	mmediately reported to the Department Securible for notifying the Command Security Man FSO). The FSO will be permitted access to the NISPOM.	ager (CSM).	The CSM	will notif
I.	I agree to take the following se been assigned:	curity precautions in addition to any other s	ecurity respons	sibilities l	may hav
	I will ensure that all contractors have access to these container(s	s have been properly instructed in security pro).	ocedures prior	to allowi	ng them to
	being properly used. I shall ch	l conduct a check of the document sign-out/s allenge one or more contractors who are in p r possession was signed-out. Violations wi riate action.	ossession of c	lassified	material to
	At least once each week, I shall that the work space and all sec being properly used and maintai	conduct an end of the day security (double curity containers have been secured and that ned.	check) of the v Standard Form	vork spac ns 701 ar	e to ensur nd 702 an
	I shall maintain a current listing	of all documents filed in shared containers.			
	SHIRLEY SCHIEFEN				

(b)(2)

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NAME OF OFFEROR OR CONTRACTOR EER SYSTEMS INC				
Supervisor of Technical Person	(Signature)	(D	Pate)	
DIANA S. GOING 41 Department Security Coordinator	(Signature) (Date)			

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EVALUATOR Shirley Schieffen	DATE 3/23/2000

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